ArchivesSpace User Advisory Council

Report

20 August 2014

The ArchivesSpace User Advisory Council (UAC) was constituted in January 2014 and has worked on a variety of projects over the last eight months. The UAC is composed of five sub-teams aimed at addressing the workload expected of them. The following report details the work of the five sub-teams.

**Sub-team 1**: Documentation

* The Documentation sub-team is responsible for ensuring that the user documentation provided for ArchivesSpace is adequate and meets community needs
* Major activities
	+ Conducted a gap analysis of the online documentation to see where the documentation could be improved.
	+ Working with the training team to create more robust user documentation for ArchivesSpace.

**Sub-team 2**: Feature Prioritization

* The Feature Prioritization sub-team is responsible for reviewing the bugs and feature requests submitted via the PivotalTracker software. They also prioritize which of these bugs and feature requests should be worked on next. They also test release candidates of ArchivesSpace to ensure that bugs have been addressed and that feature requests have been implemented properly
* Major activities
	+ Worked with Brad Westbrook and Chris Fitzpatrick to establish a workflow for reviewing and prioritizing items in the PivotalTracker.
	+ Hold monthly meetings to move work from the Icebox to the Backlog in priority order.

**Sub-team 3**: Help Desk

* The Help Desk sub-team is responsible for responding to community requests for help with using ArchivesSpace.
* Major activities
	+ Established a workflow for receiving help requests.
	+ Responded to numerous help requests.

**Sub-team 4**: Reports

* The Reports sub-team is responsible for developing a suite of reports for ArchivesSpace and ensuring that the reporting tool that is part of ArchivesSpace is useable
* Major activities
	+ Reviewed the reports in the Archivists’ Toolkit to determine which should be included in ArchivesSpace.
	+ Began working with the reporting software used by ArchivesSpace to design new reports.

**Sub-team 5**: Product Comparison

* The Product Comparison sub-team was responsible for conducting a review of the Archivists’ Toolkit and Archon to ensure that ArchivesSpace contains the best features of both products. This sub-team was discontinued in July 2014 and its members reassigned to other sub-teams.
	+ Major Activities
		- Produced a report comparing the features Archivists’ Toolkit and Archon to the features of ArchivesSpace.